UNIVERSITY OF TORONTO — EXTENSION

University of Toronto

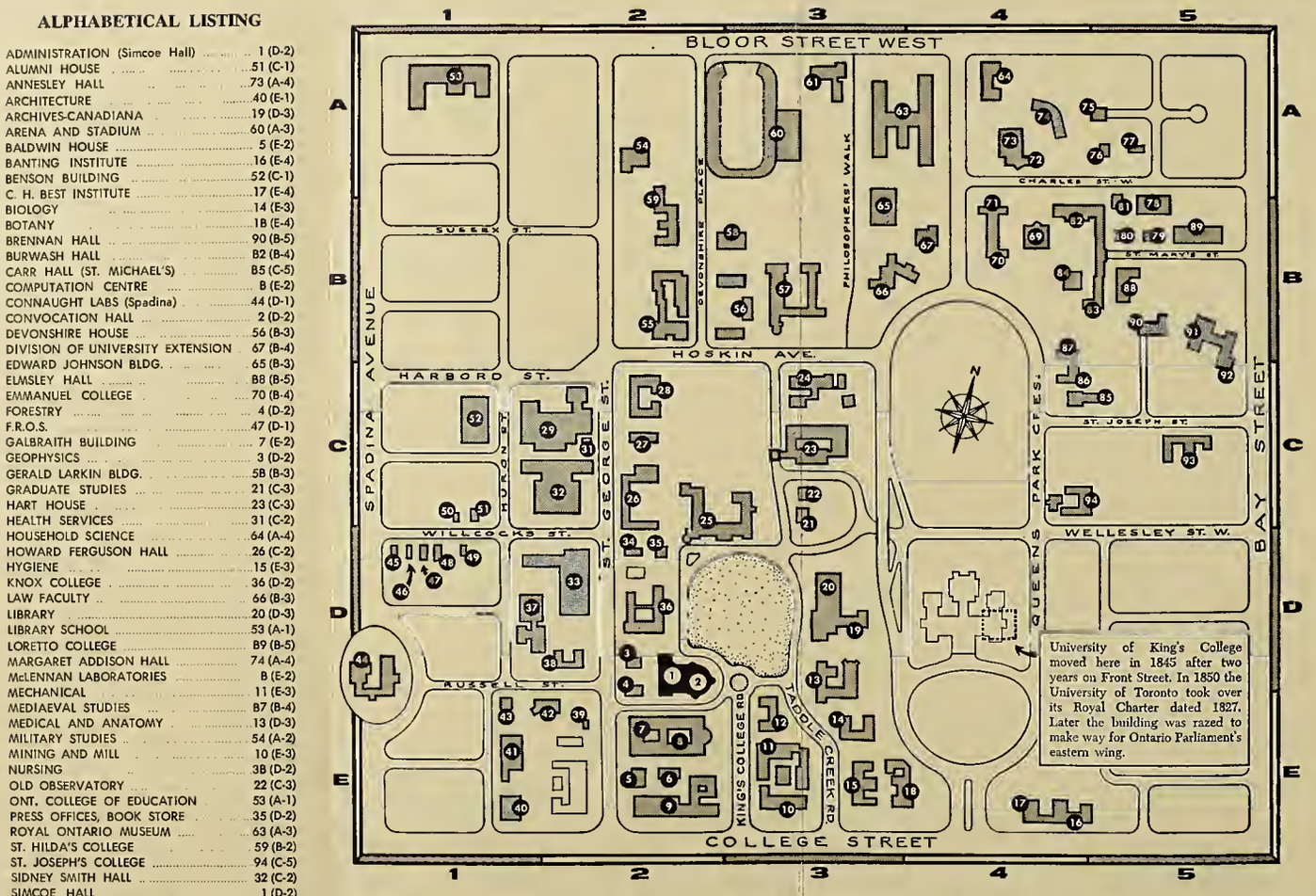
General Information

1962-63

Division of University Extension

ALPHABETICAL LISTING

ADMINISTRATION (Simcoe Hall) 1 (D-2)
ALUMNI HOUSE 51 (C-1)
ANNESLEY HALL 73 (A-4)
ARCHITECTURE 40 (E-1)
ARCHIVES-CANADIANA 19 (D-3)
ARENA AND STADIUM 60 (A-3)
BALDWIN HOUSE 5 (E-2)
BANTING INSTITUTE 16 (E-4)
BENSON BUILDING 52 (C-1)
C. H. BEST INSTITUTE 17 (E-4)
BIOLOGY 14 (E-3)
BOTANY 18 (E-4)
BRENNAN HALL 90 (B-5)
BURWASH HALL B2 (B-4)
CARR HALL (ST. MICHAEL'S) B5 (C-5)
COMPUTATION CENTRE ..... B (E-2)
CONNAUGHT LABS (Spadina) 44 (D-1)
CONVOCATION HALL 2 (D-2)
DEVONSHIRE HOUSE 56 (B-3)
DIVISION OF UNIVERSITY EXTENSION 67 (B-4)
EDWARD JOHNSON BLDG. 65 (B-3)
ELMSLEY HALL B8 (B-5)
EMMANUEL COLLEGE 70 (B-4)
FORESTRY 4 (D-2)
F.R.O.S. 47 (D-1)
GALBRAITH BUILDING 7 (E-2)
GEOPHYSICS 3 (D-2)
GERALD LARKIN BLDG. 5B (B-3)
GRADUATE STUDIES 21 (C-3)
HART HOUSE 23 (C-3)
HEALTH SERVICES 31 (C-2)
HOUSEHOLD SCIENCE 64 (A-4)
HOWARD FERGUSON HALL 26 (C-2)
HYGIENE 15 (E-3)
KNOX COLLEGE 36 (D-2)
LAW FACULTY 66 (B-3)
LIBRARY 20 (D-3)
LIBRARY SCHOOL 53 (A-1)
LORETTO COLLEGE B9 (B-5)
MARGARET ADDISON HALL 74 (A-4)
McLENNAN LABORATORIES ..... B (E-2)
MECHANICAL 11 (E-3)
MEDIAEVAL STUDIES B7 (B-4)
MEDICAL AND ANATOMY 13 (D-3)
MILITARY STUDIES 54 (A-2)
MINING AND MILL 10 (E-3)
NURSING 3B (D-2)
OLD OBSERVATORY 22 (C-3)
ONT. COLLEGE OF EDUCATION 53 (A-1)
PRESS OFFICES, BOOK STORE 35 (D-2)
ROYAL ONTARIO MUSEUM 63 (A-3)
ST. HILDA'S COLLEGE 59 (B-2)
ST. JOSEPH'S COLLEGE 94 (C-5)
SIDNEY SMITH HALL 32 (C-2)
SIMCOE HALL 1 (D-2)
SIR DAN'L WILSON RESIDENCE 26 (C-2)
SOCIAL WORK 61 (A-3)
SOLDIERS' TOWER 23 (C-3)
S.P.S. BUILDING 12 (E-3)
STEPHENSON HOUSE 79 (B-5)



TEEFY HALL B6 (C-4)
TRINITY COLLEGE 57 (B-3)
UNIVERSITY COLLEGE 25 (C-2)
VICTORIA COLLEGE 69 (B-4)
VICTORIA LIBRARY B4 (B-4)
VIC. EMMANUEL RES. B3 (B-5)
WALLBERG BUILDING 9 (E-2)
WHITNEY HALL 2B (C-2)
37 & 39 WILLCOCKS STREET 49 (D-1)
47 WILLCOCKS STREET 46 (D-1)
WORLD UNIVERSITY SERVICE 50 (C-1)
WYCLIFFE COLLEGE 24 (C-3)
WYMILWOOD 72 (A-4)

UNIVERSITY OF TORONTO

Administration (Simcoe Hall)

PRESIDENT, REGISTRAR, POST OFFICE, ACCOUNTS, THE SENATE & BOARD 1 (D-2)
Convocation Hall 2 (D-2)
The University Library 20 (D-3)
Hart House 23 (C-3)
Old Observatory
S.A.C., THE VARSITY 22 (C-3)
Graduate Studies 21 (C-3)
The Colleges
UNIVERSITY COLLEGE 25 (C-2)
VICTORIA COLLEGE 69 (B-4)
TRINITY COLLEGE 57 (B-3)
ST. MICHAEL'S COLLEGE B5 (C-5)
The Faculties
ARTS AND SCIENCE 32 (C-2)
MEDICINE 13 (D-3)
LAW 66 (B-3)
APPLIED SCIENCE AND ENGINEERING 7 (E-2)
HOUSEHOLD SCIENCE 64 (A-4)
FORESTRY 4 (D-2)
MUSIC (Faculty & School)
Royal Conservatory ..... 135 College St
DENTISTRY ..... 124 Edward St
PHARMACY ..... 46 Gerrard St East
University Extension 67 (B-4)
Other Principal Divisions
AEROPHYSICS ..... Dufferin & Steeles
ARCHITECTURE 40 (E-1)
CHILD STUDY ..... 45 Walmer Road
BANTING, BEST DEPT. 17 (E-4)
SCHOOL OF BUSINESS 5 (E-2)
COMPUTATION CENTRE ..... B (E-2)
CONNAUGHT LABORATORIES
SPADINA DIVISION 44 (D-1)
DUFFERIN DIV. ..... Steeles & Dufferin
CONNAUGHT FARM ..... Bolton
ONTARIO COLLEGE OF EDUCATION 53 (A-1)
SCHOOL OF HYGIENE 15 (E-3)
LIBRARY SCHOOL 53 (A-1)
MEDIAEVAL STUDIES B7 (B-4)
ROYAL ONTARIO MUSEUM 63 (A-3)
SCHOOL OF NURSING 3B (D-2)
PHYS. & HEALTH EDUCATION 52 (C-1)
MEN'S ATHLETICS 23 (C-3)
WOMEN'S ATHLETICS 52 (C-1)
UNIVERSITY OF TORONTO PRESS
OFFICES, BOOK STORE 35 (D-2)
PRINTING DEPARTMENT 6 (E-2)
SCHOOL OF SOCIAL WORK 61 (A-3)

THE GENERAL COURSE
(Extension)
Leading to a B.A. Degree

This course is designed for those who cannot attend the regular sessions of the University. Evening classes are given during the winter months, and there are daytime classes in July and August.

Admission requirements include nine subjects of Grade XIII, although special consideration will he given to applicants of mature age. (30 years.)

Four subjects may he undertaken io one year—sixteen credits are required to complete the degree.

This course gives ao opportuoity to concentrate io subjects of special interest. It also offers this wide selection of subjects:

Anthropology, Art and Archaeology, Astrooomy, Botaoy, Chemistry, Classics in Translation, Ecoomics, English, French, Geography, Geological Sciences, German, History, Italian, Latin, Mathematics, Music, Philosophy, Philosophy (St. Michael's), Physics, Political Science, Psychology, Russian, Sociology, Spanish, Zoology.

EVENING COURSE IN BUSINESS
Leading to a Certificate

Obligatory Subjects:

ACCOUNTING ECONOMICS	I Yr.
HUMAN FACTORS OF ADMINISTRATION and An optional subject	II Yr.
and BUSINESS ORGANIZATION An optional subject	III Yr.

Optional Subjects:

Business Finaoce
Elementary Statistics
Marketing
Production

Caodidates must successfully complete examioations in six subjects io order to qualify for the Certificate. No more thao *two* subjects may be undertaken in one year.

Admission Requiremeots—Nine papers Ontario Grade XIII. Students over 25 with suitable business experience may be admitted cooditionally.

EVENING TUTORIAL CLASSES

Among the Stars
Anthropology—The Study of Mao
Art of Speech
Chinese Art aod Archaeology
Classical Civilizatioo and the Modern World
Diction and Vocahulary Building
A Dynamic Commonwealth
Dutch
Economics (Iotroductory)
Economics II (Growth of the Canadiao Ecooomy)
Effective Speakiog
English Composition
Eoglish for New Canadians
English Literature I
English Literature II
Exercises for Health
Folklore of the English Speakiog World
Freoch
German
Horticulture
How to Listen
Industrial aod Agricultural Toxicology
Interior Design
International Affairs
Italian
Jouroalism
Joy of Singing
Law and the Layman
Local Governmeot
Logic (Introductioo to)
Mental Health
Modern Educatiooal Daoce
Music Appreciatioo
Natural Scieoce
Origin of the Ontario Landscape
Philosophy
Photography
Piano Classes for Adult Beginners
Play Production (Introduction to)
Poetry, Reading and Writing
Problems of Ethics in Modero Society
Psychology I and II
Religioo, A Comparative Study
Russiao
Science and the Citizen
Social aod Political Ideals of Today
Spanish
Treasures of the Past
Viruses aod Virus Diseases
Writing for Broadcast

BUSINESS AND INDUSTRY COURSES

Accounting—Budgetary Controls
Accounting—Cost Accounting for Maoagemeot
Accounting—Financial Statemeot Analysis
Accounting Fundameotals for Noo-finaocial Maoagers
Acoustics
Administrative Practices
Advertising Managemeot
Ao Appreciatioo of Architecture
Business Admioistration
Business Forecastiog—Principles and Practice
Business Law
Canadiao Iodustrial Maoagement Course
Communicatioos in Business—Writteo
Economics—Iotroductory
Economics—Canada's Major Industries
Economics—Caoada and the World Ecooomy
Effective Speech in Business
Finaoce—Corporation
Finance—Personal
Group Dynamics
High Speed Data Processing
Illumination I and II
Industrial Maoagement
Marketing IA, IB
Marketiog II
Methods Research
Natiooal Office Maoagemeot Course
Office Management—Introductory
Orgaoic Chemistry
Personnel Admioistratioo—Introductory
Personoel Admioistration—Advanced
Personnel Administratioo—Interviewiog
Persoooel Administratioo—Lahour Relations
Personnel Administratioo—Salary Admioistration
Personnel Administration—Training
Production Management
Programmed Iostruction
Psychology in Industry
Public Administration—Essentials of
Public Relatioos
Purchasing
Quality Control through Statistical Methods
Society of Industrial aod Cost Accountants' Course
Small Business Organizatioo and Management
Statistical Methods
Taxation—Personal and Corporate
Techniques of Operations Research

Engineering Courses

Basic Radioisotopes aod Radiatioo Techoology
Feedback Control Systems
Mathematics
Soil Mechanics
Statics and Dynamics
Use of Computers in Engineering
Vacuum Technology
Wood Technology

CORRESPONDENCE COURSES

Associatioo of Administrative Assistants
Association of Professional Engioeers
Canadian Associatioo of Purchasing Ageots
Canadian Credit Institute
Canadian Institute of Realtors
Caoadian Institute of Traffic and Traosportatioo
Certified Public Accountants Association
Chartered Institute of Secretaries
Ontario Association of School Business Officials

Successful completioo of these courses leads to recognitioo hy the sponsoring organizations.

ORAL FRENCH SUMMER SCHOOL

The Division of Uoiversity Extension cooducts ao Oral Freoch Summer School at St. Pierre, St. Pierre et Miquelоо. In St. Pierre the student will eojoy French environment and civilization. The purpose of the School is to develop the student's proficiency in spoken French and to widen his experience of French life and culture through the daily, natural use of the Freoch language. Io order to develop greater facility with the language studeots live with French families.

A brochure giviog details regardiog fees, accommodation and travel costs is available oo request.

NOMA

NOMA—Certificate Course in Office Managemeot. Students must have completed the Eveniog Course in Business leading to Certificate (see page 2 of this folder) and undertake, in addition, two subjects in Office Management.

EDUCATIONAL TELEVISION

As a member body of the Metropolitan Educational Televisioo Association of Toronto (M.E.T.A.), the University co-operates through the Divisioo of University Extension with the Canadiao Broadcasting Corporation and private television stations in the productioo of television programmes in the Arts, Humanities, and Sciences.

During 1962–63, several series will be presented io the "Live aod Learo" programme on CBLT. (Dates and times to be announced.)

N. E. A. O.

Io co-operation with the Nursery Education of Ontario, a course for TEACHERS IN PRE-SCHOOL EDUCATION. PART I, October 29–December 7, 1962.

GENERAL INFORMATION

***Early Registration and Counselling**

PLACE: Wallberg Building, North-East corner of St. George and College Streets.
TIME: Monday, September 17, 7:30–9 p.m.
Wednesday, September 19, 7:30–9 p.m.
Monday, September 24, 7:30–9 p.m.

***Geoeral Course (Extension)** Classes Commence September 24. Telephone WA 3-6611, Locals 300, 310 for informatioo regardiog counselliog aod final dates for receiving applications. Counselling 84 Queeo's Park September 11, 13, 18, 20, 5–9 p.m.

Information

For further particulars regarding opeoing dates and fees, or for descriptive pamphlets, write to University Extension, 84 Queen's Park, Toronto 5, or telephooe WAlnut 3-6611, Locals 304, 308, 526, 527.

Arbor Room—Hart House

The Warden of Hart House has very kindly issued an invitation to all students io the evening courses to use the facilities of the Arbor Room, Hart House. Refreshments after classes are available there.

EXTENSION SERVICES

In addition to the activities shown in this brochure, the Division of University Extension collaborates with the Royal Ontario Museum, the School of Nursiog, the School of Social Work, the Nursery Education Association of Ontario, the Social Planning Council of Metropolitan Torooto, and the Torooto Institute for Pastoral Training in providing lecture courses; and cooducts special courses requested by professional organizations. The Division also assists organizations and clubs throughout the Province in arranging lecture programmes.

UNIVERSITY OF TORONTO
DIVISION OF UNIVERSITY EXTENSION

Director	D. C. Williams, M.A., Ph.D.
Assistant Directors	G. H. Boyes, M.A.
	H. L. Mills, B.A., M.Com.
	Dorothy Miloer
	E. S. Phillips, B.A.
Assistant to the Director (Television)	A. F. Knowles, B.A.
Secretary	Margaret Pratt, B.A.
Assistants,	
Geoeral Course (Extension)	Anita H. Shearer, B.A.
Evening Classes	Helen G. Denne
Correspondeoce Courses	Ioge Kassbaum
Accounts	Gertrude F. Pearce